

Import Facility

[See previous W5 version guide](#)

PURPOSE

This document shows the detailed procedures for importing facility in the system.

WHY IS THIS IMPORTANT?

This allows import of facilities as a bulk if you have many to create or during the initial set up of the system where you need to migrate existing data.

PROCEDURE



1. From the main menu, select Set Up > Risk > Facility.

Facility

AcctCntr*

Lend/Borrow

Counterparty

Status

2. Click on Action and select New.

New Facility

✕ Cancel 💾 Save ⬇️ Import

Facility Type*

Capex

Short Name*

Acct Cntr*

TFS-SG

Borrow/Lend*

3. Click Import. The Import Facility screen displays.

Import Facility

Cancel

Template

Read File☐

ID	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Grant Date*	Draw By Date	Maturity Date*	Check Trade MDate? (Y/N)	Commit Y/N*	Status	Rate Type	Rate Basis	Margin(%)*
No records found.														

4. Click Template to download the CS Lucas template for importing facility.

5. Save the file and open. An Excel sheet will be opened.

[illegible]

6. Type in the information required on the import template. Fields with asterisk (*) are mandatory. For more information on each field, see [how to create facility and limit](#).

AutoSave

Load_Facility_Template - Compatibility Mode - Last Modified 3m ago

Search

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Comments

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A1

Facility Type*

1	Facility Type	Short Name	Acct Ctr	Borrower	Counterparty	Grant Date	Draw By Date	Maturity Date	Check Trade MDate? (Y/N)	Committed Y/N	Status	Rate Type	Rate Basis	Margin(%)	Ann. Fee Rate(%)	Guarantor	Trustee	Trust Data	Collateral Value	Description	Purpose	Other Info
2	Capex	BOTM-SG < TFS-SG	TFS-SG	BORROW LEND	BOTM-SG	11-Feb-20		11-Feb-30		Y												
3	Investment	BARC-LN > TFS-SG	TFS-SG	BORROW LEND	BARC-LN	11-Feb-20		11-Feb-25		Y					0							

7. Save the Excel file in the computer.

8. Go back to the Import Facility screen, tick on Read File.

The screenshot shows the 'Import Facility' screen. At the top, there are three buttons: 'Cancel', 'Template', and 'Read File'. The 'Read File' button is selected, indicated by a checkmark. Below the buttons, there is a 'File' section with a 'Read File' button and a 'Choose File' button. The 'Choose File' button is selected, and the text 'No file chosen' is displayed. Below this, there is a table with 14 columns: ID, Facility Type*, Short Name*, Acct Cntr*, Borrow/Lend*, Counterparty*, Grant Date*, Draw By Date, Maturity Date*, Check Trade MDate? (Y/N), Commit Y/N*, Status, Rate Type, Rate Basis, and Margin(%)*. The table is currently empty, and the text 'No records found.' is displayed below it.

9. Click Choose File. Look for the Excel file saved.

The screenshot shows the 'Import Facility' screen. At the top, there are three buttons: 'Cancel', 'Template', and 'Read File'. The 'Read File' button is selected, indicated by a checkmark. Below the buttons, there is a 'File' section with a 'Read File' button and a 'Choose File' button. The 'Choose File' button is selected, and the text 'Load_Facility_Template.xls' is displayed. Below this, there is a table with 14 columns: ID, Facility Type*, Short Name*, Acct Cntr*, Borrow/Lend*, Counterparty*, Grant Date*, Draw By Date, Maturity Date*, Check Trade MDate? (Y/N), Commit Y/N*, Status, Rate Type, Rate Basis, and Margin(%)*. The table is currently empty, and the text 'No records found.' is displayed below it.

10. Click Read File. The values inputted in the Excel file will displays.

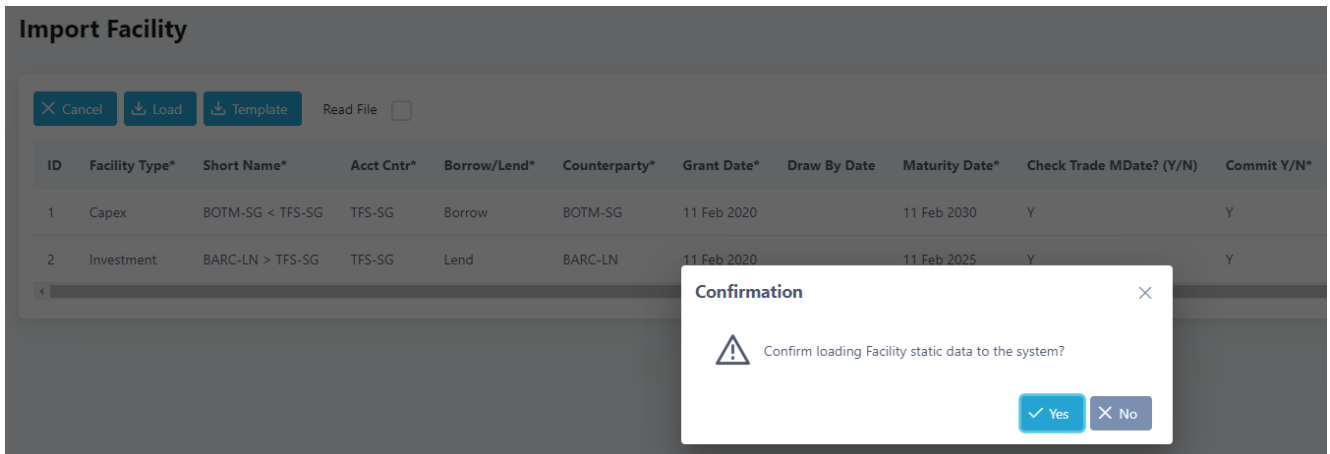
The screenshot shows the 'Import Facility' screen. At the top, there are three buttons: 'Cancel', 'Load', and 'Template'. The 'Read File' button is selected, indicated by a checkmark. Below the buttons, there is a 'File' section with a 'Read File' button and a 'Choose File' button. The 'Choose File' button is selected, and the text 'Load_Facility_Template.xls' is displayed. Below this, there is a table with 14 columns: ID, Facility Type*, Short Name*, Acct Cntr*, Borrow/Lend*, Counterparty*, Grant Date*, Draw By Date, Maturity Date*, Check Trade MDate? (Y/N), Commit Y/N*, Status, Rate Type, Rate Basis, and Margin(%)*. The table contains two rows of data:

ID	Facility Type*	Short Name*	Acct Cntr*	Borrow/Lend*	Counterparty*	Grant Date*	Draw By Date	Maturity Date*	Check Trade MDate? (Y/N)	Commit Y/N*	Status	Rate Type	Rate Basis	Margin(%)*
1	Capex	BOTM-SG < TFS-SG	TFS-SG	Borrow	BOTM-SG	11 Feb 2020		11 Feb 2030	Y	Y	-	-	-	0.000000
2	Investment	BARC-LN > TFS-SG	TFS-SG	Lend	BARC-LN	11 Feb 2020		11 Feb 2025	Y	Y	-	-	-	0.000000

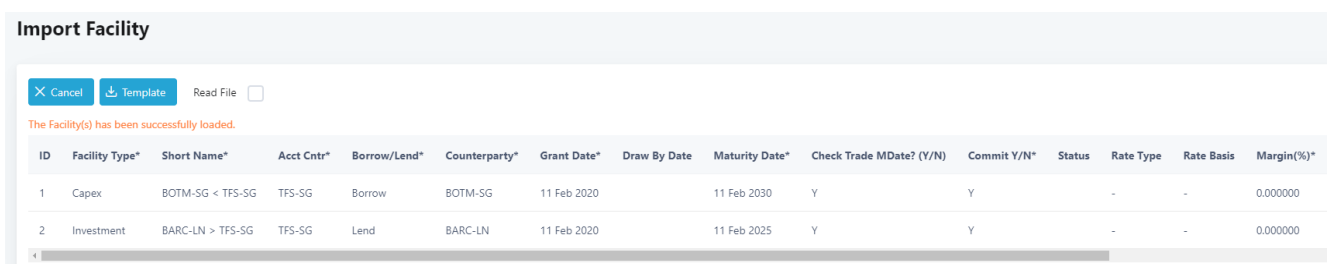
11. If there is an error, the user will be prompted with the rows to be corrected. To make corrections, go to the template to make the necessary corrections and click Read File again.

12. If there is no error, click Load.

13. When a popup appears, click Yes.

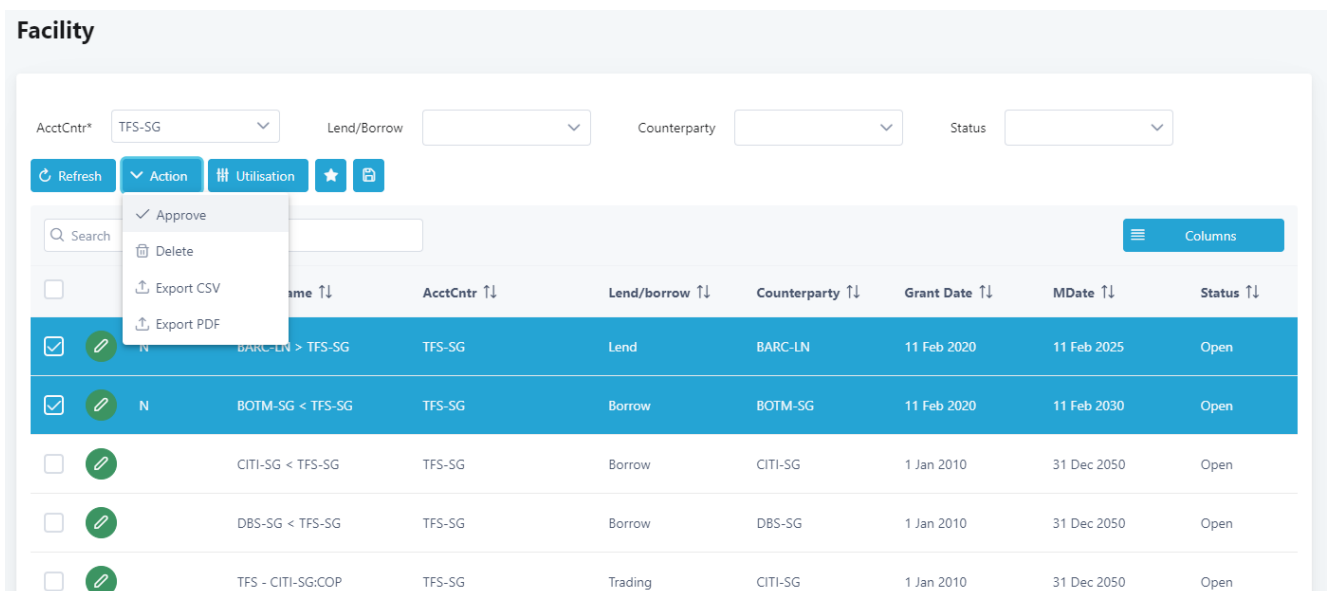


14. You will see the message below once successfully loaded.



15. Click on Cancel button to return to Facility screen.

16. Approve the facilities by ticking the checkbox beside the facility short name.



17. Click Approve. A popup appears to confirm, click Yes.

Facility

AcctCntr* TFS-SG Lend/Borrow Counterparty Status

Refresh Action Utilisation

Search

App? ↑↓	Short Name ↑↓	AcctCntr ↑↓	Lend/Borrow	Status ↑↓
<input checked="" type="checkbox"/>	BARC-LN > TFS-SG	TFS-SG	Lend	Open
<input checked="" type="checkbox"/>	BOTM-SG < TFS-SG	TFS-SG	Borrow	Open
<input type="checkbox"/>	CITI-SG < TFS-SG	TFS-SG	Borrow	Open
<input type="checkbox"/>	DBS-SG < TFS-SG	TFS-SG	Borrow	Open
<input type="checkbox"/>	TFS - CITI-SG:COP	TFS-SG	Trading	Open

Confirmation

Confirm approving selected item?

Yes No

18. See [import facility limit](#) for importing a limit to a facility. Facility must be assigned with a limit and product before it can be used for booking transactions.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Import Facility Limit](#)

[How to Create Facility and Limit](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
31-Aug-2017	Clarissa	Reformatted. Rewritten.
24-Aug-2018	Silpa	Updated step 1.
12-Nov-2019	Lyra	Updated screenshots.
3-Mar-2023	TS	Updated to W6 instructions and screenshots.